

ALLOWANCE CHANGE REQUEST**NAVSUP 1220-2 (Rev. 12-76)**

Instructions on Page 2

Please Type or Print

1. FROM:

TO:

VIA:

2. Date/Serial Number

3. APL/AEL/RIC Number

4. Status of Requested/Allowed Item

☐ Item Addition

or

☐ Item Deletion☐ Item on Board

or

☐ Item Not on Board5. National Stock Number (NSN) or
FSCM & Part Number6. Equipment/Component (E/C)
or Item Nomenclature7. Unit of
Issue8. Unit
Price9. Present Qty.
Allowed10. New Total
Qty.11. Extended Value
of Change

12. Justification (Mandatory)

13. Copy To:

14. Signature:

15. First Endorsement

☐ Approval Recommended☐ Disapproved☐ Other

INSTRUCTIONS FOR PREPARING ALLOWANCE CHANGE REQUEST (ACR)

- Block 1. ADDRESSEE. Complete in the same manner as other official correspondence.
- Block 2. DATE AND SERIAL NUMBER. The serial number will include the ship type/hull number of the ship and a sequential number.
- Block 3. ALLOWANCE PARTS LIST (APL), ALLOWANCE EQUIPAGE LIST (AEL), REPAIRABLE ITEM CODE (RIC) NUMBER (IF AVAILABLE). Enter the APL, AEL, number in this block.
- Block 4. STATUS OF REQUESTED/ALLOWED ITEM. Place an "X" in the appropriate box(es) to show the status of the requested/allowed item(s).
- Block 5. NATIONAL STOCK NUMBER (NSN) OR FEDERAL SUPPLY CODE FOR MANUFACTURERS (FSCM) AND PART NUMBER. Enter the NSN or the FSCM and manufacturer's part number. FSCMs are to be written in accordance with DOD publications H4-1 or H4-2 (Federal Supply Codes for Manufacturers).
- Block 6. EQUIPMENT/COMPONENT (E/C) OR ITEM NOMENCLATURE. Enter nomenclature for each stock number or part number listed in Block 5. Provide nameplate description and all available technical data. If the item listed is a repair part and the APL/AEL/RIC number for the parent equipment/component is not provided in Block 3, give nameplate data, if available, or as a minimum manufacturer's name, item name, drawing or reference number, applicable technical manual and the service application, system or subsystem of the equipment which the repair part supports. (If additional space is required, use Block 12 or separate page.)
- Block 7. UNIT OF ISSUE (U/I). Enter the approved abbreviation for each standard item, as listed in the Navy Management Data List (NMDL). For non-standard items, use the manufacturer's parts list for U/I data. If the U/I is unknown, LEAVE THIS BLANK.
- Block 8. UNIT PRICE. Enter the unit price for each item listed.
- Block 9. PRESENT QUANTITY ALLOWED. Enter present quantity allowed (authorized). Cite source and date of allowance document in Block 12.
- Block 10. NEW TOTAL QUANTITY. Enter the total of the present quantity allowed and the additional quantity requested.
- Block 11. EXTENDED VALUE OF CHANGE. New total quantity less present quantity allowed times Unit Price. (Not required for decreases.)
- Block 12. JUSTIFICATION. Indicate authority for present quantity allowed (Block 9) and reason for requesting change. Completion of this block is mandatory.
- Block 13. COPY TO. Enter abbreviated titles and codes. Addresses are not necessary unless they are not available in the SNDL.
- Block 14. SIGNATURE. Sign in the same manner as other official correspondence.
- Block 15. FIRST ENDORSEMENT. TYCOM'S endorsement should include applicability to other ships and such other information which will assist in further consideration of the request.